

PAY DIFFERENTIAL 240
ANNUAL RECRUITMENT AND RETENTION PAY DIFFERENTIAL –
PERSONNEL SPECIALIST/SUPERVISOR AND
PAYROLL SPECIALIST/SUPERVISOR SERIES –
UNIT 01 AND EXCLUDED EMPLOYEES

Established: 01/01/01

Revised: 07/01/01, 07/01/03, 01/01/10

Revised: 07/07/01, 07/07/03, 07/07/10

CLASS TITLE	CLASS CODE	CB/ID	EARNINGS ID	DEPARTMENT
Rank and File:			9K	All Departments
Personnel Specialist	1303	R01		
Payroll Specialist	1311			
Senior Payroll Specialist	1315			
Senior Personnel Specialist	1317			
Excluded:				
Personnel Supervisor I	1304	S01, C01		
Personnel Supervisor II	1314			
Payroll Operations Supervisor	1309			

RATE
\$2400 Per Year (Annual Payment)

CRITERIA
<p>All employees in the above classifications who are performing duties outlined in the class specifications and who are employed for twelve (12) consecutive qualifying pay periods after January 1, 2001, shall be eligible for this recruitment and retention pay differential, payable thirty (30) days following the completion of every twelve (12) consecutive qualifying pay periods.</p> <ul style="list-style-type: none"> • If an employee terminates, transfers out of an eligible class, or is discharged prior to completing the twelve (12) consecutive pay periods, there will be no pro rata payment for those months. • If an employee promotes out of the Personnel Specialist/Supervisor and Payroll Specialist/Supervisor classification series they will be eligible for a pro rata payment for those months. For the purposes of this pay differential, movement to Staff Services Analyst will be considered a promotion. • Part-time and intermittent employees shall receive a pro rata share of the annual recruitment and retention pay differential based on the total number of hours worked excluding overtime during the twelve (12) consecutive pay periods. • If an employee is on an unpaid leave of absence or has a disqualifying pay period, only the time that qualifies before and after will count toward the qualifying time needed to satisfy the 12 months criteria.

SECTION 14:**PAY DIFFERENTIALS**

IF APPLICABLE, SHOULD PAY DIFFERENTIAL BE:	
PRO RATED	Yes
SUBJECT TO QUALIFYING PAY PERIOD	Yes
ALL TIME BASES AND TENURE ELIGIBLE	Yes (Except "R")
SUBJECT TO PERS DEDUCTION	No

INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY	
OVERTIME	Yes
IDL	No
EIDL	No
NDI	No
LUMP SUM VACATION	No
LUMP SUM SICK	No
LUMP SUM EXTRA	No